



Hallandale Beach  
COMMUNITY REDEVELOPMENT AGENCY

# Hallandale Beach Community Redevelopment Agency

## Hurricane Shutter/Impact Glass Program Policy

Revision – August 2021  
Creation - November 2013

# Introduction

The mission of the Hallandale Beach Community Redevelopment Agency (CRA) is to foster and directly assist in the redevelopment of the Community Redevelopment Area in order to eliminate slum and blight, thus improving the attractiveness and quality of life of the area and the City of Hallandale Beach as a whole. The CRA's Implementation Plan, which is available to the public on the CRA's website, provides the framework for projects and activities intended to accomplish this mission, and offers objectives for redevelopment of the area that is also consistent with the citizens' visions as expressed through various neighborhood and area planning initiatives. The policies used to accomplish these goals are targeted at businesses and residents respectively.

## **STORM SHUTTER REBATE PROGRAM**

### **Program Overview**

Under the Storm Shutter Rebate Program, the HBCRA offers a rebate of up to \$10,000. To be made directly to the contractor for the installation of storm shutters or impact glass for owner-occupied property, excluding trailer park, in order to mitigate storm damage. The \$10,000 is in the form of a rebate payable to the contractor. The property owner is responsible for any costs exceeding the maximum \$10,000 benefit.

### **Eligibility Requirements**

- The property must be located within the CRA District.
- The property must be owner occupied.
- Condominium units cannot be a rental.
- Property can only be assisted once through this program.
- Application must be submitted by the homeowner.
- Application for the rebate program must be received in the CRA office before any work can commence. Applicant cannot be reimbursed for work already started or completed.

### **Eligible Uses**

Assistance may only be used for the installation of storm shutters and/or impact glass (windows and doors) to protect an owner-occupied residential property from storm damages.

Mobile homes and commercial buildings do not qualify for this program.

### **Rebate Process**

Applications are received by appointment only. However, due to COVID-19 concerns, applicants can only drop off applications at the City Hall until further notice. Submit only completed application with the required documents and appropriate signature (please print legibly in either black or blue ink).

Applicants must provide color pictures of the windows/doors they are changing or installing shutters on, along with other documents, at time of the appointment. (Pictures taken from the inside view)

Document numbers 1 through 6, listed under required documents, must be submitted at the time the application is submitted. If the required document numbers 7 and 8 are not available at the time of appointment, an applicant has up to 45 days to submit these two documents. The applicant has a total of 120 days from the date of initial application submission to compete for the work.

The program coordinator will determine eligibility at the time of appointment. If approved, the applicant will be provided with a conditional approval letter reserving funds for 120 days. Any work done prior to receiving approval does not qualify.

All installation must be completed by a licensed and insured company and/or contractor. All installations require a building permit, and all products must meet applicable building codes. Installation of shutters and/or hurricane impact windows/doors must be completed and inspected by the City's Building Division within 120 days of application acceptance.

The Program Coordinator will verify with the City's Building Department that the inspection passed and that the permit is finalized.

After the below-mentioned final documents are received and confirmation that the inspection is approved, the Program Coordinator will submit the request for the rebate.

A licensed contractor must complete all improvements, and payments are made directly to the contractor on behalf of the applicant. The contractor must submit a final invoice to the applicant to take advantage of the rebate.

Rebate is generated in the form of a check and is mailed to the contractor within two (2) to three (3) weeks after final invoice is received. Check cannot be picked up by the contractor or applicant.

**Required Documents - (Please provide copies)**

- 1. Proof of Ownership Occupancy (i.e. Deed)
- 2. Proof of Occupancy (Current FPL Bill or City Utility bill)
- 3. Most recent Property Tax Bill from Broward County
- 4. Picture Identification (Driver's License)
- 5. Before pictures (color/printed)
- 6. \$75.00 Application fee, check or money order (Non refundable). Payable to Hallandale Beach CRA
- 7. Contractor price proposals for shutters or hurricane impact windows/doors
- 8. Proof of Permit Approval (Permit must be approved before any work begins)

**After the work is completed, applicant must submit the following:**

- 1. A check request form and authorization to pay the contractor
- 2. Proof that the City's building department has approved the final building inspection for the work completed
- 3. An invoice from the contractor (showing the balance due)
- 4. "After pictures" (printed/color) of completed installed windows/doors or shutters

Submission of application is not a guarantee of funding. It is the responsibility of the applicant to READ AND UNDERSTAND all aspects of the program's rules/requirements and application.

NOTICE TO THIRD PARTIES: The HBCRA program application does not create any rights for any parties, including parties that performed work on the project. Nor shall issuance of grant/loan result in any obligation on the part of the HBCRA to any third party. The HBCRA is not required to verify that entities that have contracted with the applicant have been paid in full, or that such entities have paid any subcontractors in full. Applicant's warranty that all bills related to the Project for which the applicant is directly responsible is sufficient assurance for the HBCRA to award grant/loan funding.

How did you hear about our program?

Internet  Hallandale Happenings  Comcast  Other Forum \_\_\_\_\_

**HALLANDALE BEACH COMMUNITY REDEVELOPMENT AGENCY (HBCRA)**  
**400 South Federal Highway, Room 239 Hallandale Beach, Florida 33009**  
**Phone Number: 954-457-1422 or 954-457-1303 | [www.cohbcra.org](http://www.cohbcra.org)**

### Hurricane Shutters/Impact Glass Program Application

Date: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Property Address: \_\_\_\_\_  
Hallandale Beach, FL 33009

How long at this address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ (if  
different from above)

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Monthly Mortgage \$ \_\_\_\_\_ Household Size: \_\_\_\_\_

Type of Ownership: Condo \_\_\_\_\_ Single Family \_\_\_\_\_ Townhouse \_\_\_\_\_  
Other \_\_\_\_\_

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Program Manager's Signature

\_\_\_\_\_  
Date



**Hallandale Beach Community Redevelopment Agency**  
400 South Federal Highway Rm 239  
Hallandale Beach, FL 33009  
(954) 457-1422 | 954-457-2228 | [www.cohbcra.org](http://www.cohbcra.org)

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## CHECK REQUEST FORM AND INSTRUCTIONS

\*\*ALL BLANKS MUST BE FILLED IN; IF NOT APPLICABLE, ENTER N/A.

DATE: \_\_\_\_\_

Shutter Appl.#: \_\_\_\_\_  
(Provided by HBCRA)

PROPERTY ADDRESS: \_\_\_\_\_ Hallandale Beach, FL 33009

PROPERTY OWNER'S NAME: \_\_\_\_\_

OWNER CONTACT PHONE NUMBER: \_\_\_\_\_

**COMPANY NAME:** \_\_\_\_\_

PERMIT NUMBER: \_\_\_\_\_

TYPE OF WORK PERFORMED (simplified): \_\_\_\_\_

REBATE AMOUNT: \$ \_\_\_\_\_ \*If final payment, permit must be finalized by Building Division. Consult Building Division for permit status.

SPECIAL INSTRUCTIONS (i.e. Mail check to contractor's address on file

OWNER'S SIGNATURE: \_\_\_\_\_



**HALLANDALE BEACH COMMUNITY REDEVELOPMENT AGENCY**  
**400 S. Federal Highway**  
**Hallandale Beach, FL 33009**

## Payment Release Authorization Form

The Community Redevelopment Act of 1969, codified as Part III of Ch. 163, F.S., was enacted to enable counties and municipalities to eliminate and prevent the development or spread of slums and urban blight, to encourage needed community rehabilitation and to provide for the redevelopment of slums and blighted areas.

- This form is applicable to the Hurricane Shutter/Impact Glass Program. A separate authorization must be submitted with each request for payment to a contractor.
- This authorization may be cancelled or changed by the homeowner at any time prior to the release of payment by providing a written notice to the HBCRA. Homeowner is responsible for notifying the third party of changes and cancellations of payment.

Check payable to:			
Company Name		W-9 form is required. Check if Documentation is on file <input type="checkbox"/>	
Tax ID (SSN/FEIN)			
Mailing Address	City	State	Zip
Contact Name		Title	
E-mail Address	Phone	Ext.	Fax

### Hurricane Shutter/Impact Glass Program **Customer Signature Area**

I am authorizing the payment of the funds associated with the Hurricane Shutter/Impact Glass Program in the amount of \$\_\_\_\_\_ to the third party named above. I understand and agree that I will not be receiving the payment directly from HBCRA. I also understand and agree that my release of payment to a third party does not exempt me from the program requirements and terms and conditions specified in the loan documents.

**Print Name:** \_\_\_\_\_ **ate: (mm/dd/yyyy)** \_\_\_\_\_

**Signature:** \_\_\_\_\_

*Electronic signatures are not accepted for this form. The Homeowner must sign this section, by hand, and submit to HBCRA.*



# Appendix II: CRA Area Map

The CRA area is bound to the north by Pembroke Road, to the south by the Dade-Broward County line, to the West by Interstate 95 and to the East by NE 14<sup>th</sup> Avenue and the 14<sup>th</sup> Avenue canal.



FEC Corridor



